

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 500 CLASSIFICATION AND MANAGEMENT OF INMATES	SUPERSEDES: AR 552 11/09/90 AR555 10/13/92
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATIONS 552 INTRA-DEPARTMENTAL TRANSFERS	EFFECTIVE DATE: 09/09/02

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MANDATORY REVIEW DATE 09/09/03

PURPOSE

To provide an organized and efficient method of conducting the inter-institutional transfer of inmates.

To define the responsibilities of the transfer coordinator.

AUTHORITY

NRS 209.261

NRS 209.273

NRS 209.291

NRS 209.293

Chapter 242 of NRS

RESPONSIBILITY

It is the responsibility of the Offender Management Administrator, through the Offender Management Division, to implement the requirements of this regulation.

The Warden shall appoint, from among the casework staff, one or more transfer coordinators who will be responsible for the implementation of an approved transfer.

DEFINITIONS

EMERGENCY – Any significant disruption of normal facility or agency procedure, policy, or activity caused by riot, escape, fire, natural disaster employee action, or serious incident.

INTRA-DEPARTMENT TRANSFER - The physical movement of an inmate from the assigned count of one institution or facility to another, within the Nevada Department of Corrections.

INVOLUNTARY TRANSFER- Transfer made without the concurrence of the inmate.

TEMPORARY TRANSFER- Transfer made for court or medical purposes where the inmate will be returned to the sending institution upon completion of the activity which required the transfer.

TRANSFER COORDINATOR - A designated institutional staff person who is responsible for ensuring that transfer preparations are complete.

TRANSPORTATION MANIFEST - The edited passenger list completed and distributed by the Central Transportation Section. This list is used by the transportation officers and identifies the inmates they are to transport.

VOLUNTARY TRANSFER- Transfer made at the request of the inmate.

APPLICABILITY

This procedure is applicable to all staff who use the Department's system of inmate classification and are responsible for the processing of inmate transfers from one institution/facility to another within the Nevada Department of Corrections.

PROCEDURES

552.01 VOLUNTARY TRANSFER

1.1 Pursuant to the provisions of AR 503, Conduct of Objective Classification, an inmate may

request, through the classification process, to be transferred to another institution or facility.

1.2 If the classification is approved at the institution/facility level and by the Offender Management Division(OMD), the inmate may be moved immediately or placed on a waiting list.

1.3 An approved transfer may be rescinded at any time by the Department at the discretion of the OMD.

552.02 INVOLUNTARY TRANSFERS

1.1 An inmate may be involuntarily transferred between institutions and/or facilities.

1.2 A classification committee should determine whether or not an inmate is involuntarily transferred.

1.3 If a transfer does not result in an increase of custody it is not considered to be an involuntary transfer for the purposes of this regulation.

1.4 If the involuntary transfer involves an increase in the assigned custody of the inmate the classification process should include a 48 hour written notice prior to hearing detailing the proposed action and reason for that action.(3-4289)

1.5 If a recommendation for transfer is approved by the committee and the Offender Management Division, the inmate may be moved immediately or placed on a waiting list.

1.6 Appeals can be submitted utilizing the inmate grievance process. (3-4288)

552.03 EMERGENCY INVOLUNTARY TRANSFERS

1.1 Emergency involuntary transfers may be made administratively without a hearing at the discretion of the Warden or designee with the approval of the Offender Management Division.

1.2 A transfer may be implemented by the Warden of the sending institution with the concurrence of the Warden at the receiving institution if Offender Management is unavailable.

1.2.1 If this option is exercised, formal approval should be obtained from Offender Management at the earliest practicable opportunity following the actual transfer.

1.2.2 In all cases, the reclassification, prescribed by AR 503, should be conducted at the receiving institution as soon as practicable following the actual transfer.

552.04 TEMPORARY TRANSFERS

1.1 Temporary transfers of inmates between institutions or facilities for court or medical purposes may be implemented administratively with the approval of the Offender Management Division.

1.2 Transfer to outside medical facilities which do not involve a change in the inmates assigned custody may be implemented administratively by the respective Warden or their designee in accordance with the 600 series of the Administrative Regulations relating to Medical and Health Care Services.

552.05 PROCESS TO IMPLEMENT AN APPROVED INTRA-DEPARTMENTAL TRANSFER

1.1 For transportation coordinators at institutions and their adjacent conservation camps the regular weekly transportation will be prepared as follows:

1.1.1 Once per week, the Offender Management Division will deliver or fax the list of inmates who have been classified and appear to be ready for transfer to the Transfer Coordinator's and the Central Transportation Lieutenant/designee.

1.1.1.1 This list will include inmates needing to move pursuant to Administrative transfer provisions not necessarily limited to:

- Judicial orders for production of inmates.
- Transfers to facilitate rural camp releases.

1.1.2 Inmates on this list designated as ready for transfer during the next week will be selected and divided into 2 distinct groups:

- "P" - Primary transfers
- "A" - Alternates

1.1.3 The institution should receive this list at least 2 working days prior to movement.

1.1.4 The Central Transportation section will prepare a Transportation manifest from the inmates marked primary transfers and distribute it on a pre-arranged schedule.

1.1.5 Any additions or deletions to the manifest after it has been sent to the Transfer Coordinators will be communicated by telephone.

1.2 For transfer coordinators at all other facilities.

1.2.1 Transportation Manifests will be sent to all involved facility Transfer Coordinators. Updates will be communicated by way of telephone.

552.06 TRANSFER COORDINATOR DUTIES

1.1 Notification to staff.

1.1.1 Upon receipt of the transfer list the Transfer Coordinator should develop an institutional list of Primaries and Alternates for distribution to staff having a responsibility for the preparation process after having screened the list for the following:

- Scheduled local court appearances.
- Upcoming Parole Board hearings/proximity to discharge.
- Pending disciplinaries. To be resolved prior to transfer.
- Review central monitoring for possible separatee at the arriving institution.

1.1.2 This list will be given to the Director of Institutional Nursing with a request for medical clearance. This request will serve to obtain clearance from medical, dental, and mental health services.(3-4344)

1.1.2.1 Notifications and requests for clearance will include inmates name and number, destination, and departure date and time.

1.1.2.2 Prompt response and notice from all involved staff will be requested by the Transfer coordinator with regard to completed work, potential problems, cancellations, and clearances.

1.2 Notice regarding cancellations.

1.2.1 If during the preparation process it is determined that an inmate must be removed from the list, the Transfer Coordinator will promptly notify the following;

1.2.1.1 The Central Transportation Lieutenant/designee, so the Transportation Manifest can be adjusted.

1.2.1.2 Local staff involved in the preparation/clearance process, so those preparations can be halted

1.2.1.3 The designated Classification Analyst in the Offender Management Division, if the name is from the list of classified inmates, to advise of the reason for removal and date the inmate can be reconsidered. Appropriate direction will be given to the Transfer Coordinator whether the inmate should be reclassified or remain on the list.

1.3 Use of alternates.

1.3.1 In the event that a primary transfer is deleted, all efforts will be made to prepare alternates for transfer if one is available.

1.3.2 The Transfer Coordinator will notify appropriate staff to commence preparations

1.3.3 The Transportation Coordinator will advise the Central Transportation Lieutenant/designee that an alternate is being prepared.

1.4 Final check.

1.4.1 On the afternoon preceding the scheduled departure, the Transportation Coordinator will make certain of the following;

1.4.1.1 All records, files, property, and travel documents are properly accounted for and staged in the designated pick-up location.

1.4.1.2 Information is provided to the transportation officers if 3-day supplies of prescribed medication are necessary for pick-up.

1.4.1.3 Entries will be made in the NCIS chrono which will address the inmates current status and reason for transfer.

1.4.2 The Transfer Coordinator will notify the Central Transportation Section when the preparations are complete.

1.5 Problem resolution

1.5.1 The Transfer Coordinator is responsible for advising applicable staff regarding the requirements of this regulation and of all other regulations which have a bearing on this process.

1.5.2 The Coordinator should be alert to potential problems and should seek to resolve problem situations through early intervention.

1.5.3 The work hours of the Transfer Coordinator should be arranged so that he is on duty when the weekly transport departs.

REFERENCES

ACA 3-4288
ACA 3-4289
ACA 3-4344

ATTACHMENTS

None

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.